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Collision or Incident Policy		1 of 3
Transportation - Safety		Date June 2003 Revised January 18, 2017
Policy	In the event that a school bus is involved in a collision or incident, a series of communications and actions must take place, depending on the seriousness of the collision or incident. Our first and foremost priority is the safety of students.	
Definitions	<p>Motor Vehicle Incident: any time a vehicle is in service under contract with the consortium that triggers an event that results in a vehicle making contact with another vehicle or object (fixed or mobile) or person (s) while on the traveled portion of the road or leaving the normally traveled portion of the roadway (shoulder, curb, ditch, culvert etc.).</p> <p>Motor Vehicle Collision: an event that results in a vehicle making contact with another object ranging in severity from:</p> <ul style="list-style-type: none"> • a simple accident (an unfortunate mishap especially one causing damage or injury, less than \$1,000) • to a fender bender (a collision between vehicles that produce minor damage, in excess of \$1,000) • to a pileup (a collision of multiple vehicles) • to a smash-up, smash (where one or more vehicles are written off entirely) • bodily injuries which may come about as a result of a collision or in the event the vehicle strikes a person (where one or more persons require medical attention, either internal or external of the vehicle). <p>Service Incident: an occurrence related to a student, driver, monitor, EA, nurse, parent/caregiver, school personnel that can lead to serious consequences, including a medical emergency, JK/SK student not met at the stop, a student placed on the wrong bus, a student dropped off at the wrong stop or school, injury (slip, trip, fall), a lost student, student not on the list, evacuation of the bus, or any other disturbance to service not related to student behaviour.</p>	

Severity of Incident

➤ **Fatality or critically injured, passenger of school bus or pedestrian, resulting in major closure of highway**

➤ **Non-life threatening, ambulatory**

Responsibilities of the Bus Driver

1. verify the passengers' condition;
2. ensure that all passengers are safe;
3. remove uninjured students from any source of danger;
4. ask a responsible student on the bus or a passerby to keep the group of students together until the arrival of the emergency teams;
5. contact the Operator to report the incident (time, location, etc.);
6. request that emergency teams be dispatched to the scene of the collision or incident;
7. assist the injured student until the arrival of the emergency teams, without moving him/her, unless it is absolutely necessary;
8. follow the instructions of the police and the ambulance who will take control of the situation.

Responsibilities of the School Bus Operator

1. call emergency services, i.e. police and ambulance;
2. inform the Sudbury Student Services Consortium Executive Director or designate about the details of the collision or incident, including the students' and bus driver's conditions;
3. dispatch a replacement vehicle if needed;
4. dispatch the Safety Officer or designate to the scene in order to take photographs and record details pertaining to the collision or incident;
5. submit a collision or incident report to the Sudbury Student Services Consortium within 24 hours following the collision or incident.

Responsibilities of the Sudbury Student Services Consortium

1. record all the pertinent information;
2. inform the school principal and Director of Education;
3. inform the members of the Sudbury Student Services Consortium's Board of Directors;
4. inform the Ministry of Education of the student injuries;
5. inform the Ministry of Transportation of serious collisions;
6. inform the parents or guardians of the students who were onboard and
 - if their child is not sent to the hospital, advise them to make the decision as to whether the child is to be referred to a physician;
 - if their child is sent to the hospital, advise parents to go to the hospital;
7. attend at the hospital until either a school staff representative, parent or guardian arrives;
8. ensure a telephone line free for communication;
9. direct phone calls from the media to the Sudbury Student Services Consortium's Executive Director who is the Sudbury Student Services Consortium's spokesperson or the Director of Education who will be the official school board spokesperson.

Responsibilities of the School Principal

1. In the morning, once the children who were involved in a collision arrive at school, school representative will meet the students and ensure they are able to proceed with their school day;

	<ol style="list-style-type: none"> 2. delegate staff members to go to the hospital until a parent or guardian arrives; 3. record in writing all information about the phone calls concerning the collision or incident; 4. inform the Sudbury Student Services Consortium of any new development, in writing, within 48 hours of the collision or incident; 5. direct phone calls from the media to the Sudbury Student Services Consortium's Executive Director who is the Sudbury Student Services Consortium's spokesperson or the Director of Education who will be the official school board spokesperson.
<p>➤ Non-life threatening, non-ambulatory</p> <p>➤ No injuries</p>	<p>Responsibilities of the Bus Driver</p> <ol style="list-style-type: none"> 1. verify the passengers' condition; 2. ensure that all passengers are safe; 3. contact the transportation services dispatcher: <ul style="list-style-type: none"> ➤ to inform him/her of the time and location of the collision or incident; ➤ to ask that emergency services and the police be dispatched, if necessary; ➤ to request a new vehicle, if required; 4. comfort the students until the arrival of the replacement bus. <p>Responsibilities of the School Bus Operator</p> <ol style="list-style-type: none"> 1. dispatch the appropriate emergency services to the scene of the collision or incident; 2. dispatch a replacement bus to the scene, if required; 3. inform the Sudbury Student Services Consortium about the collision or incident; 4. send a report to the Sudbury Student Services Consortium within 24 hours after the collision or incident. <p>Responsibilities of the Sudbury Student Services Consortium</p> <ol style="list-style-type: none"> 1. record all the pertinent information; 2. inform the parents or guardians of the collision or incident; 3. inform the school principal; 4. inform the affected member of the Sudbury Student Services Consortium's Board of Directors. <p>Responsibilities of the School Principal</p> <ol style="list-style-type: none"> 1. record all additional pertinent information and forward it to the Sudbury Student Services Executive Director or designate.